

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
SPECIAL USE PERMIT

1. Location or building: _____
2. Date requested: _____ Time: _____ to _____
3. Group requesting permit: _____
4. Name of responsible person: _____
 - a. Title: _____
 - b. Address: _____
 - c. Telephone/Cell No.: _____
 - d. Fax No.: _____ E-Mail Address: _____
5. Purpose of gathering: _____
6. Kind of activity planned (attach additional sheets, if necessary): _____

7. Support equipment to be provided by Permit Holder (sound systems, signs, tables, etc.): _____

8. Area to be used: _____

9. Approximate number of people participating: _____

PERMIT PROVISIONS

1. Permittee shall not state, imply or otherwise suggest that any activity approved under this permit is sanctioned or endorsed by the State of Hawaii.
2. Permittee shall provide all necessary support equipment and personnel related to the activity approved under this Special Use Permit.
3. Permittee shall at all times with respect to its activities and use of the facility, use due care for public safety and shall defend and hold harmless and indemnify the State and department, its officers, agents, and employees from and against all claims and demands for damages, including claims for property damage, bodily injury or death arising from, growing out of or caused by any act of omission on the part of the Permittee, its officers, agents or employees in connection with the privileges granted herein.
4. Permittee assures the State that all activities shall be in full compliance with the laws, rules and regulations of the State of Hawaii and the County.

5. Participants shall not attach signs and poster to any part of the building, without written authorization of the Comptroller.
6. Participants shall not prepare food and other refreshments in the rotunda of the State Capitol or any other facility under the jurisdiction of the department. Open fires of any kind are prohibited.
7. Participants shall not engage in any actions or conduct which destroy or damage any facility, including but not limited to, improperly disposing rubbish, causing filth, creating hazards to persons, throwing articles, climbing the facility, writing graffiti, and removing state property.
8. Participants shall comply with all official signs, and during emergencies, comply with all instructions of authorized personnel.
9. Participants shall not engage in any conduct which impedes or disturbs state employees in the performance of their duties, or the general public from obtaining the public services available in or on the facility. Such prohibited conduct includes, but shall not be limited to, creation of loud or unusual noises, and obstruction of pedestrians or vehicles, entrances, foyers, corridors, offices, elevators, or stairways, and verbal or physical harassment of employees or visitors of the facility. Any activity which presents a clear and present danger to the public health and safety is prohibited.
10. Participants shall not use, possess, or sell any alcohol or illegal drug. Any person, who is under the influence of alcohol or drugs to such a degree that the person presents a danger to himself or to others, is prohibited from entering or remaining in or on the facility.
11. Participants shall not carry firearms or other dangerous weapons or explosives except as permitted by law.
12. Participants shall not install any memorial, monument or other commemorative piece.
13. Participants shall not install any temporary structure, shelter or sleeping accommodation, without the prior written authorization of the Comptroller.
14. Permittee shall display a copy of this permit in plain view during the activity at the permitted location.
15. Permittee shall not bar the public from any activity approved by this permit.

I, the undersigned Responsible Person/Requestor certify that the information provided in this Special Use Permit Application is to the best of my knowledge true and correct, and that I have read and agree to the Special Provisions listed above.

Signed: _____
Signature of Responsible Person/Requestor

For Office Use Only:

cc:	Governor	State Security
	Lt. Governor	Automotive Mgt.
	Senate Sgt. at Arms	Office of Info
	House Sgt. at Arms	Custodial

Request Approved: ☐

Request Disapproved: ☐

State Comptroller
(or authorized representative)